

Pre-Curtain Check List

Production: _____

Theater: _____

Date: _____

SM: _____

Time Prior to Curtain	Task	Done
1 hour	Open stage door, turn on work light Open, inspect dressing rooms (heat, light, water, paper) Check air conditioning on, marquee on.	
50 minutes	Check crew present Call late crew Check backstage communications, lights, control booth Check sets (doors working, seating areas clear) Call house manager	
45 minutes	Light Check, Special Effects check Check props preset	
35 minutes	Sound Check Sweep stage	
31 minutes	Close curtain Bring up house lights, curtain warmer Cue pre-curtain music Check cast present (sign-in sheet, visual inspection) Call late actors Give ½ hour call	
15 minutes	Give 15 minute call, turn on stage monitor	
5 minutes	Give 5 minute call, blink marquee Check with house manager	
1 minute	Call Places Cue dim house lights Check actors in place, turn off work light	
0 minutes	Cue lights, curtain	

Instructions on use of this form may be found in STAGE MANAGEMENT (7th edition), Allyn & Bacon, pp. 209-212, and Figures 14.1 and 14.2 on pp. 210 and 211.